

## **SECTION 7. REPORTING**

Comprehensive reporting is vital to effective overall management and oversight of USDA's Purchase Card Program. Standard queries are available in AXOL to assist APCs, LAPCs, and AOs in the areas of purchase card program management, financial management, supplier management, and compliance management. Coordinators shall utilize the standard queries to create reports for use to improve management and oversight of the USDA Purchase Card Program. The standard queries can be scheduled to run automatically at regular intervals (e.g., weekly, monthly), with the report delivered to the Coordinator's Data Exchange mailbox in AXOL. The following reports can be created in AXOL by the Coordinators from the standard reports.

- Account List Report
- Dormant/Low Use Card Account
- Convenience Check Privileges
- Convenience Check Report
- Managing Account Report
- Pending Transactions
- Prohibitive or Questionable Purchases Report
- Disputed Transactions
- Checks over \$2501
- Approved Transactions Report
- AO Final Approval Report
- Purchase Limit Report
- Split Transaction Report
- Request Status Report
- System User Report
- High Spend Merchant Report
- High Spend Merchant Detail Report
- Purchase Cardholder Suspension List Report (CCSC Custom Report)
- Coordinator-AOs Hierarchy Exception Report (CCSC Custom Report)
- USDA Database Account Setup Report (CCSC Custom Report)

The purpose and frequency of the reports, as well as the roles and responsibilities for the reporting, are listed in *Exhibit 10*, Purchase Card Reporting Calendar, and *Exhibit 11*, Purchase Card Reporting Matrix.

**Exhibit 10****Purchase Card Reporting Calendar**

The following chart outlines reporting date ranges for use in monitoring pending transactions:

| <b>Month</b> | <b>30-Day</b> | <b>45-Day</b> | <b>60-Day</b> |
|--------------|---------------|---------------|---------------|
| January      | 12/1 - 12/31  | 11/15 - 12/31 | 11/1-12/31    |
| February     | 1/1 - 1/31    | 12/15 - 1/31  | 12/1 - 1/31   |
| March        | 2/1 - 2/28    | 1/15 - 2/28   | 1/1 - 2/28    |
| April        | 3/1 - 3/31    | 2/15 - 3/31   | 2/1 - 3/31    |
| May          | 4/1 - 4/30    | 3/15 - 4/30   | 3/1 - 4/30    |
| June         | 5/1 - 5/31    | 4/15 - 5/31   | 4/1 - 5/31    |
| July         | 6/1 - 6/30    | 5/15 - 6/30   | 5/1 - 6/30    |
| August       | 7/1 - 7/31    | 6/15 - 7/31   | 6/1 - 7/31    |
| September    | 8/1 - 8/31    | 7/15 - 8/31   | 7/1 - 8/31    |
| October      | 9/1 - 9/30    | 8/15 - 9/30   | 8/1 - 9/30    |
| November     | 10/1 - 10/31  | 9/15 - 10/31  | 9/1 - 10/31   |
| December     | 11/1 - 11/30  | 10/15 - 11/30 | 10/1 - 11/30  |

**Purchase Cardholder Suspensions/Lifts Calendar**

The following chart outlines the planned dates for ‘Purchase Cardholder Suspensions’ and dates for when the suspensions will be lifted from the accounts (Lift Dates) for 2011:

| <b>Purchase Cardholder Suspensions Dates</b><br>(Note: Suspensions occur once a month) | <b>Suspension Lift Dates</b><br>(Note: Lifts on ‘suspended’ Cardholder accounts occur twice a month) |
|--|--|
| July 5, 2011   | July 5th and 15th, 2011  |
| August 1, 2011   | August 1st and 16th, 2011  |
| September 1, 2011  | September 1st and 16th, 2011   |
| October 3, 2011  | October 3rd and 17th, 2011   |
| November 1, 2011   | November 1st and 16th, 2011  |
| December 1, 2011   | December 1st and 16th, 2011  |

### Purchase Card Reporting Matrix

| Report Name                                 | Report Description   | Responsible Owner | Report Frequency       | Location of Report in AXOL  |
|---|--|-------------------|------------------------|---|
| Account List                                | Displays cardholder account level information (hierarchy) such as open date, last transaction date, and purchase limits.                               | LAPC, APC, CCSC   | Monthly                | Reporting/Program Management/Administration/Account List                |
| Dormant/Low Use                             | Displays frequency of use of card accounts.  | LAPC, APC, CCSC   | Semi-Annually          | Reporting/Program Management/Administration/Account List                |
| Convenience Check Privileges                | Displays who has been given check writing authority  | LAPC, APC, CCSC   | Monthly                | Reporting/Program Management/Administration/Account List                |
| Check Report                                | Identifies check writer and displays convenience check information such as TIN, waiver code, object class, item description, and merchant information. | LAPC, APC, CCSC   | Monthly/Quarterly      | Reporting/Flex Data Reporting   |
| Managing Account Report                     | Identifies the cardholders within a hierarchy by LAPC.   | LAPC, APC, CCSC   | Monthly                | Reporting/Program Management/Administration/Account List                |
| Pending Transactions                        | Lists pending transactions by cardholder or approving official   | LAPC, APC, CCSC   | See reporting calendar | Reporting/Program Management/Administration/Transaction Approval Status |
| Prohibited or Questionable Purchases Report | Identifies questionable and/or prohibited purchases by cardholders. Refer to Exhibit 7 of the Coordinators Purchase Card Program Guide.                | LAPC, APC, CCSC   | Monthly/Quarterly      | Reporting/Flex Data Reporting   |

| <b>Report Name</b>                | <b>Report Description</b>   | <b>Responsible Owner</b> | <b>Report Frequency</b>            | <b>Location of Report in AXOL</b>  |
|-----------------------------------|---|--------------------------|------------------------------------|--|
| Disputed Transactions             | Identifies disputed transactions and verifies whether a credit has been issued by US Bank for the dispute.  | LAPC, APC, CCSC          | Monthly                            | Reporting/Financial Management/ Transaction Detail                         |
| Checks over \$2,500               | Identifies convenience checks written over \$2,500  | LAPC, APC, CCSC          | Monthly/Quarterly                  | Reporting/Financial Management/Transaction Detail                          |
| Approved Transactions Report      | Identifies transaction information entered by cardholders for management and oversight review and where the required fields have not been entered by the cardholder | LAPC, APC, CCSC          | Monthly                            | Reporting/Flex Data Reporting  |
| AO Final Approving Report         | Identifies transactions final approved by the AO. This report is run by the LAPC.   | LAPC                     | Monthly                            | Reporting/Financial Management/ Transaction Management/ Transaction Detail |
| Purchase Limit Report             | Lists all cardholders purchase limits within a specific hierarchy.  | CCSC                     | Monthly, optional for Coordinators | Custom Report from US Bank   |
| Split Transaction Report          | Identifies multiple transactions to a vendor within a short time frame.   | APC                      | Monthly                            | Custom Report from US Bank   |
| Request Status Report             | Lists requests entered in AXOL by the Coordinators such as hierarchy changes, purchase limit changes, and name changes.   | LAPC, APC                | As required                        | Program Management/ Administration/Request Status Queue.                   |
| System User Report                | Identifies AXOL user ids and log in information.  | LAPC, APC, CCSC          | As required                        | Reporting/Administration/User Management/System User List                  |
| High Spend Merchant Detail Report | Identifies frequently used merchants and high total spend for strategic planning and e-sourcing purposes.   | CCSC                     | Monthly                            | Reporting/Supplier Management/ Spend/Top Merchant Spend Analysis           |

| Report Name   | Report Description  | Responsible Owner | Report Frequency   | Location of Report in AXOL  |
|---|---|-------------------|--|---|
| Purchase Cardholder Suspension List Report (CCSC Custom Report) | <p>Custom report identifying Purchase cardholders with transactions greater than 60 days old and are not in the Approved Status in Access Online.</p> <p>The CCSC sends a communication to all cardholders who have transactions which are not approved and have posted for 45 days or greater than a cycle close date. Their Agency APC and the Managing Account Name (<i>e.g., LAPC</i>) are cc'd, advising them that they have 15 days to approve their transactions and that failure to approve these transactions will result in their card account being suspended.</p> | CCSC              | <p>Monthly</p> <p>Purchase Cardholder Suspensions/Lifts Calendar can be viewed on Pg. 2 of the 'Report Guidelines document'</p>                  | Purchase Card Account List, Transaction Detail Report   |
| Coordinator-AOs Hierarchy Exception Report (CCSC Custom Report) | The Coordinator-AOs Hierarchy Exception Report is generated from a compilation of the Account List report and the System User list report to determine whether or not APCs, LAPCs or AO's that are also cardholders, have control over their own card account.  | CCSC              | <p>Monthly:</p> <p>Custom report is run on the 14th of every month then delivered on the 15th of every month to the A-123 Committee and APCs</p> | <p>Compilation of the following reports:</p> <ul style="list-style-type: none"> <li>- Account List Report</li> <li>- System User List Report</li> </ul> |

| Report Name  | Report Description  | Responsible Owner | Report Frequency  | Location of Report in AXOL  |
|--|---|-------------------|---|---|
| <p>USDA Database Account Setup Report (CCSC Custom Report)</p> | <p>The Database Account Setup Report is a custom report produced by the CCSC to directly meet the needs of A-123 reporting and compliance monitoring. It allows the APCs to see the hierarchy position of the cardholder accounts in comparison to the Approver access and the individuals who have authority over TSYS changes. This report is used:</p> <ul style="list-style-type: none"> <li>• Certify that Coordinators and Approving Officials (AOs) have been correctly set-up in their own hierarchies and are not managing their own account</li> <li>• To ensure that cardholders are set up under their correct AO</li> <li>• By APCs to take corrective action on the information loaded in TSYS</li> </ul> | <p>CCSC</p>       | <p>Monthly:<br/>Custom report is distributed to APCs monthly via a Microsoft Office Live Workspace on the 15th of every month</p> | <p>Compilation of the following reports:</p> <ul style="list-style-type: none"> <li>- System User List Report</li> <li>- Account List Report</li> <li>- TSYS Point of Contact (from U.S. Bank)</li> <li>- TSYS Hierarchy Setups (from U.S. Bank)</li> </ul> |